

MEMORANDUM FOR: George,

FYI: Attached are copies of a paper on the Day Care Center (Secretarial Group suggestion); EAG's response to the FWPB's suggestion to publish their personnel actions (now in the DCI's office); DDCI's comments on creating a secretarial/clerical MAG; Rob Roy's memo on the secretarial meeting with the DCI; and my compilation of the personnel-related recommendations.

This should bring you up-to-date.

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8 December 1977

MEMORANDUM FOR: Director of Central Intelligence
FROM : Deputy Executive Secretary
SUBJECT : Personnel-Related Recommendations from MAG Groups

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† In case it would be useful for your 10 December, 0900 meeting with Messrs. Blake, Janney, and [] on personnel practices, attached is a summary of the personnel-related recommendations from the MAGs and other advisory groups with whom you have met.

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Attachment: a/s

DR:sk
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SUMMARY OF PERSONNEL-RELATED RECOMMENDATIONS

- Publicize the criteria for being included on the Executive Development Roster (EDR) and ensure that managers use the EDR in making key assignments.
- Examine the pros and cons of developing a centralized career system.
- Study and make recommendations on workable solutions to the career development problems of secretaries/clericals.
- Review Agency medical standards for hiring the handicapped and certifying them for overseas duty to ensure that our standards are comparable to those used by other Government agencies.
- Hire a full-time, certified interpreter for the deaf to assist deaf applicants and employees in interviews, meetings, and training courses.
- Create a secretarial/clerical career service for GS-6's and above.
- Eliminate the practice of tying secretaries' grades to those of their supervisors.
- Distribute vacancy notices more widely.
- Increase the number of slots available for upward mobility programs.
- Develop a systematic managerial development program to ensure individuals are trained in appropriate managerial skills before progressing to the next managerial level.
- Develop dual career ladders enabling advancement without assuming managerial responsibilities.
- Centralize DDO assignment process.
- Make selection-out process more effective.
- Review Fitness Report system, considering abolishing letter grades and strengthening narrative comments.
- Facilitate interdirectorate rotations and transfers.

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- Integrate EEO activities in the normal Agency personnel management system.
- Establish an Office of Personnel policy under the DDCI to determine personnel policy.
- Relax time-in-grade standards for promotion; increase promotion possibilities for younger officers.

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